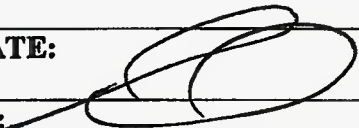


<b>LAS VEGAS POLICE DEPARTMENT</b>	<b>ADMINISTRATION</b>
<b>SUBJECT:</b> <i>Planning &amp; Research</i>	<b>NUMBER: ADM.18</b>
<b>EFFECTIVE DATE:</b> <i>9 September 2010</i>	<b>REVIEW DATE:</b>
<b>AMENDS/SUPERSEDES:</b>	<b>APPROVED:</b> 
	<b>Chief of Police Gary Gold</b>
<b>NMMLEPSC STANDARDS:</b> <i>ADM.10.01</i>	<b>NMSA:</b>

**I. PURPOSE**

The purpose of this policy is to ensure the efficient and effective management of planning and research function by providing administrative guidance that identifies the responsibilities and planning and research processes within the uniform components of the department.

**II. POLICY**

It is the policy of The Las Vegas Police Department to manage the function of planning and research in an effective and efficient manner by coordinating the efforts of uniform and other organizational components as provided in this policy.

**III. APPLICABILITY**

This policy is applicable to all commissioned employees of the Las Vegas City Police Department.

**IV. REFERENCES**

None

**V. DEFINITIONS**

A. Planning- The process of setting goals, developing strategies, and outlining tasks and schedules to accomplish the goals.

B. Research- The process of gathering information for the purpose of initiating, modifying or terminating a particular investment or group investments.

## **VI. PROCEDURE**

### **A. Principles**

**Sleuth-** is based on four basic principles:

- 1. Accurate and timely intelligence-** the effective response to crime increases proportionally as the accuracy of the criminal intelligence increases.
- 2. Effective tactics-** these are established by comprehensive, flexible, and adaptable interpretation and deployment of personnel to shifting crime trends as they are identified.
- 3. Rapid deployment of personnel and resources-** a viable and comprehensive response to a crime or quality of life problem demand the department as a whole brings its expertise and resources to bear on a problem.
- 4. Relentless follow-up and assessment-** this is essential if the tactics and deployment were successful.

### **B. Responsibilities**

**Information Specialist personnel shall provide detailed information on statistics upon request of an employee. The following factors should be included in the report, if available:**

- 1. Frequency by type of crime;**
- 2. Geographic factors;**
- 3. Temporal factors;**
- 4. Victim and target information;**
- 5. Suspect information, including vehicle descriptors;**
- 6. Modus Operandi factors;**
- 7. Physical evidence;**

### **C. Administrative Reporting Program**

**In order to create a system wherein the staff is informed of daily and monthly operations, which are used to provide guidance to set department goals and objectives, and as a guide to report agency activities to outside entities, the following administrative reports are utilized:**

**1. Monthly reports to the Chief of Police**

**First Line Supervisors:**

- a. Submitted monthly recapping the events occurring within each division. Each unit within a specific division is responsible for the timely submittal of their respective, information to their Division Commander, who in turn prepares the information for submission to the Office of the Chief of Police.

These reports are designed to assist the Chief of Police in ensuring Department goals are being met; that Department resources are being utilized efficiently; and that community needs are being met.

**D. Statistical Reports**

personnel within the police department.

1. A Monthly report is produced by the Records Administrator for comparison of items month to month to the previous year. The Records Administrator, or their designee, to the appropriate personnel within the Police Department, distributes this report.
2. A Uniform Crime Reporting (UCR) report is produced by the Records Administrator and contains the requested information. This report is distributed to the Chief of Police for review and then sent to the FBI through the New Mexico Department of Public Safety.

**E. Report to the City Manager**

A report compiled, yearly, from the monthly reports to the Chief of Police. This report includes, among other things, a comparison from the previous year calls for services; reported crime and arrests, and community education presentations.

**VII. ATTACHMENTS**

None